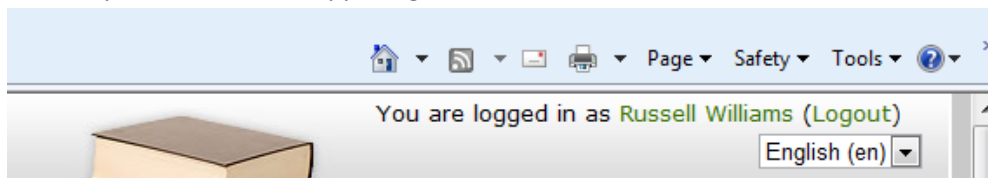


Moodle quickstart instructions: Currently our moodle server is on our LAN only, but when CSO get us our upgraded Internet connection we will ask them to make our server available through the Internet as well.

- 1 open Internet Explorer and go to the Moodle server by typing <http://xhs-moodle>
- 2 log in using your username (xh_ _ _) and **current** network password

3 Edit your profile:

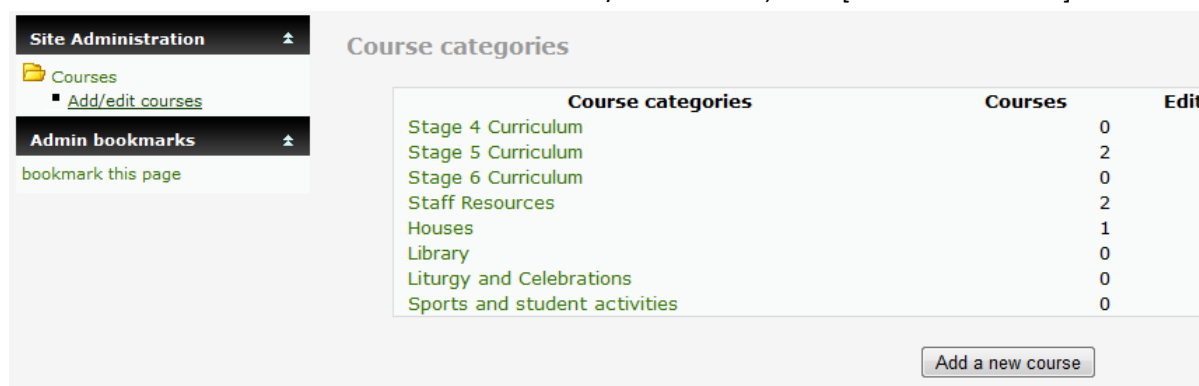
- a. Click on your name in the upper right hand corner



- b. Click on the Profile Tab
- c. Click on the [Show Advanced] button
- d. Scroll down to your photo and upload a jpeg or png formatted photo of yourself
- e. (if you don't have one you can quickly take one with the laptop camera)
- f. Enter a description of your picture for students using a screen reader

4 Create a new course:

- a. Under Site Administration on the left click Add/Edit Courses, then [Add a new course]



- b. Fill in the course name and other details then click [Create Course]

Category ? Stage 5 Curriculum

Full name* ? Yr 9 and 10 IST

Short name* ? s5_ISTa

- c. Course format: see page 16 of the text 'Using Moodle' by Cole & Foster

Format ? Topics format

Number of weeks/topics 10

Course start date ? 17 April 2010

Hidden sections ? Hidden sections are shown in collapsed form

News items to show ? 5

Show gradebook to students ? Yes

Show activity reports ? No

Maximum upload size ? 16MB

Is this a meta course? ? No

Enrolments

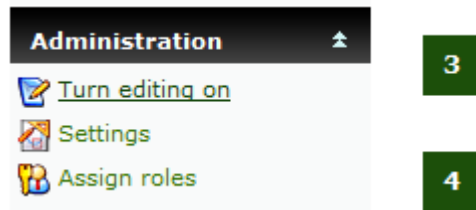
Enrolment Plugins ? Site Default (Internal Enrolment)

Default role ? Site Default (Student)

Course enrollable ? ☒ No ☐ Yes ☐ Date range

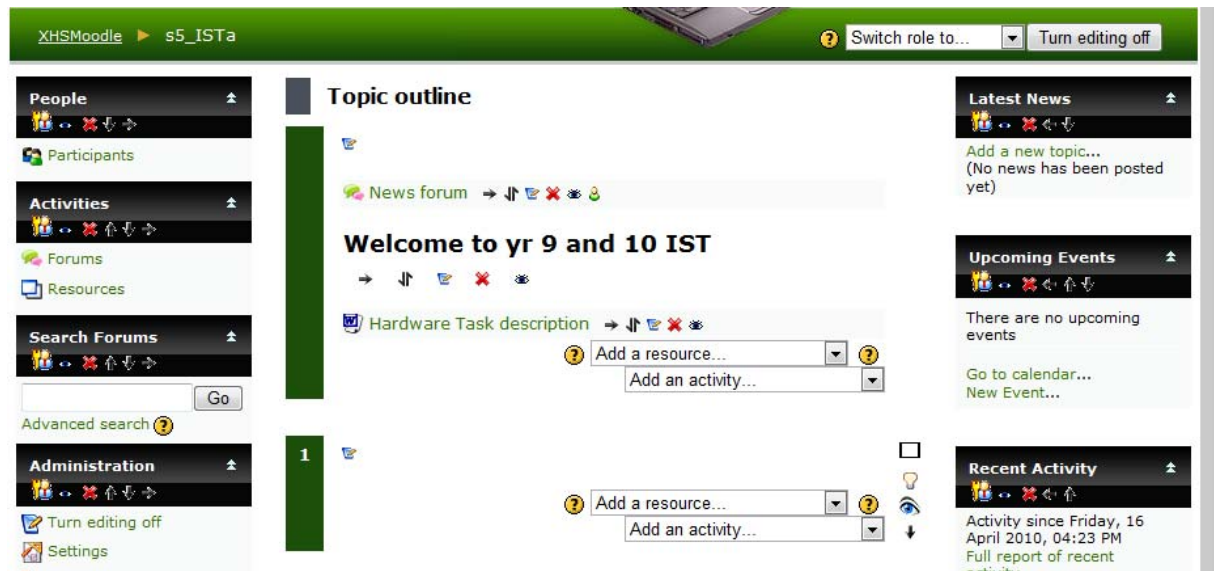
- d.

- e. Click on [Click here to enter your course]
- f. In the Administration block click on [Turn Editing On]



5 The look and feel of a course:

a. With editing on:



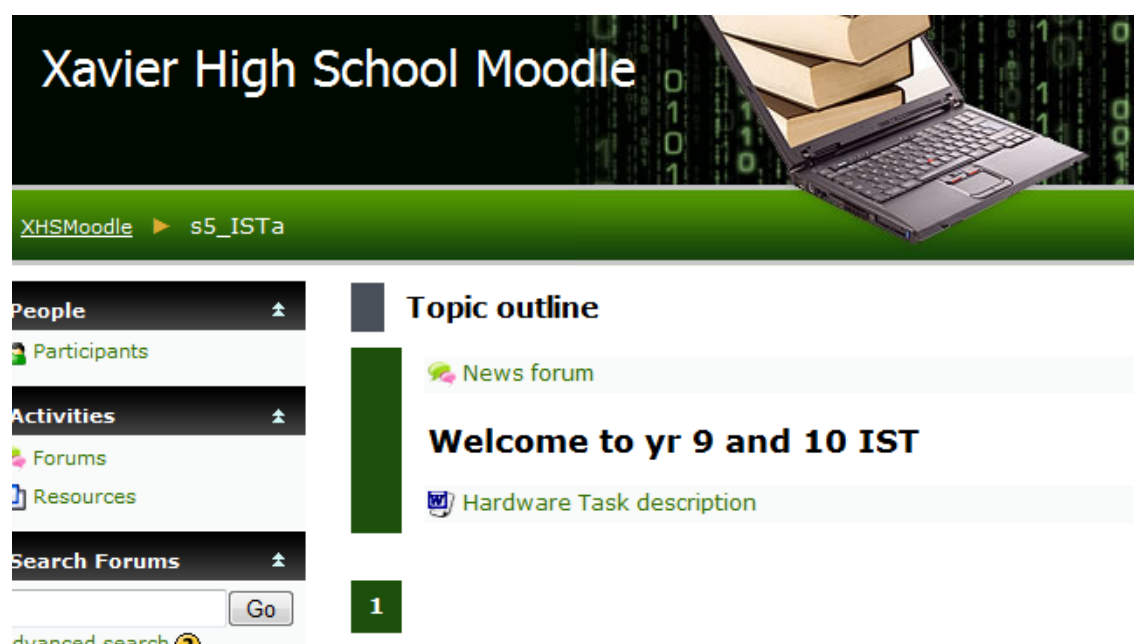
The centre column labelled “Topic outline” (because this course was set up in ‘Topic format’) contains course content and activities.

Blocks on the left provide tools to manage People, Activities, Forums and Administration.

Blocks on the right provide tools to add topics, events and manage the calendar.

The course shown here only has a label and one resource (which is a word document).

b. Student view of the same course:



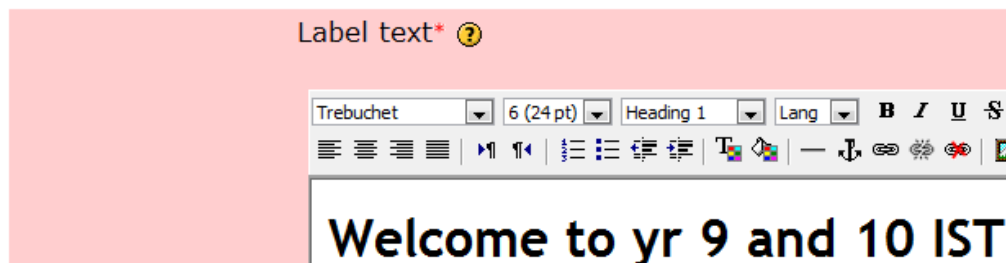
6 Add a label:

- In the 'Add a resource' drop down box, select 'Insert a label'

Use the built in HTML editor to create the label

The only use of a label is to break up a topic or weekly section. In this case I just made a generic welcome label.

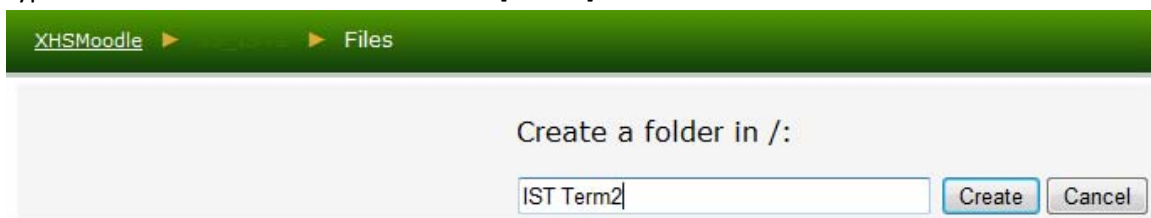
 Adding a new Label 



- Click on the button [Save and return to course]

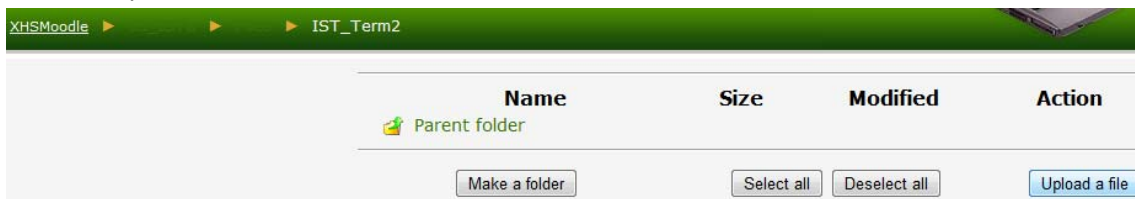
7 Create a folder for uploaded files:

- In the 'Administration' block in the left column, select 'Files'.
- Type the name of the folder and click the [Create] button

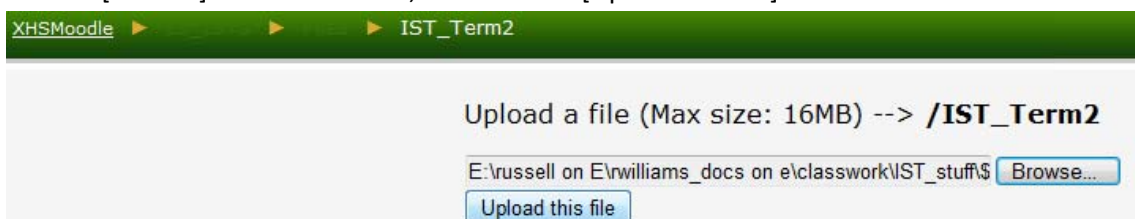


8 Upload a file:

- Click on [Upload a file]

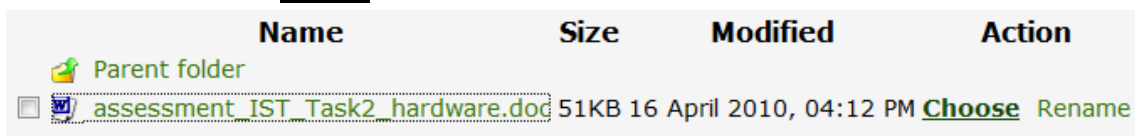


- Click on [Browse] to locate the file, then click on [Upload this file]



9 Add a link to a file:

- In the 'Add a resource' drop down box, select 'Link to a file or website'
- Name the file (this name will appear on the Moodle site) and click the [Choose or upload a file] button.
- Select the file and click **Choose**.



- Scroll down the screen and click on the button [Save and return to course]

Please at least read chapters 1 and 2 of the text 'Using Moodle' by Cole and Foster. (It's on My Classes).